



Department of Development

City of Baton Rouge
Parish of East Baton Rouge

300 N. 10th St.
Baton Rouge, Louisiana 70802
(225) 389-3209

November 6, 2018

TO: All Licensed Fence Contractors

FROM: Brian Hess, Chief Building Code Enforcement Officer

SUBJECT: 2019 Fence License Renewal

Dear License Holder:

Once again, it is license renewal time and enclosed is a 2019 license renewal application. Please be sure that the licensee's name is filled in clearly on the proper blank of the application.

Please submit the following documentation along with your application:

- A copy of your state license
- A current copy of your General Liability Insurance Certificate (**City of Baton Rouge must be listed as the Certificate Holder**)
- A current copy of your Surety Bond (**Send original copy with City of Baton Rouge listed as Obligee and MUST include a beginning and ending date**)
- A copy of your State of Louisiana – Department of Revenue & Taxation Sales Tax Registration Certificate

The license fees are:

Renewal - \$50.00

New Applicant - \$100.00

*If a license is lapse, then an applicant is charged a new applicant fee.

We appreciate your cooperation in the past and look forward to working with you in 2019.

Brian Hess

Chief Building Code Enforcement Officer
Enclosures

**2019 CITY OF BATON ROUGE FENCE LICENSE
APPLICATION OR RENEWAL**

(Please type or print)

IT IS HEREBY REQUESTED THAT ALL FENCE CONTRACTOR'S
LICENSE FEES FOR YEAR OF **2019** IS:

***FIRST TIME APPLICANT FEE IS \$100.00**

***RENEWAL APPLICANT FEE IS \$50.00**

PLEASE PRINT THE FOLLOWING INFORMATION:

COMPANY NAME _____

LICENSE HOLDER _____

LICENSE NUMBER _____

ADDRESS _____

PHONE NUMBER _____

LICENSE HOLDER SIGNATURE

APPROVED BY _____

DATE _____

RECEIPT NUMBER _____